



## **114<sup>th</sup> Annual General Meeting of Humboldt & District Chamber of Commerce**

**Held Thursday March 28, 2019 at the Canalta Hotel - Humboldt**

### **AGENDA**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Minutes of March 29, 2018 Annual General Meeting**
- 4. President's Report**
- 5. First Call for New Business**
- 6. Review of Financial Report**
- 7. Appointment of Accountant for Annual Review**
- 8. Committee Reports**
  - a. Business Retention & Expansion**
  - b. Public Relations & Promotions**
  - c. Visitor Information Centre & Campground**
- 9. Final Call for New Business**
- 10. New Business**
- 11. Approval of 2019-2020 Board of Directors**
- 12. Oath of Office**
- 13. Election of President and Vice President**
- 14. Adjournment**



# **Humboldt and District Chamber of Commerce**

**114<sup>th</sup> Annual General Meeting**

**March 28, 2019**



**114<sup>th</sup> Annual General Meeting**  
**Humboldt & District Chamber of Commerce**  
**Held Thursday March 28, 2019 at the Canalta Hotel**

1. Call to Order- Dan Torwalt called meeting to order at 12:22pm.
2. Adoption of Agenda  
**Motion:** To adopt the agenda as presented.  
Moved by Anne Thomas, Seconded by Morgan Jaster  
**MOTION CARRIED**
3. Minutes of March 30, 2018 Annual General Meeting  
**Motion:** To approve the minutes of the 112<sup>th</sup> AGM as presented.  
Moved by Anne Thomas, Seconded by Tammy Froats  
**MOTION CARRIED**
4. 2019 President's Report presented by Dan Torwalt
5. First Call for New Business
6. Review of Financial Report-Presented by Anne Thomas  
**Motion:** To accept financial report as presented.  
Moved by Olivia Coffyne, Seconded by Stefani Block  
**MOTION CARRIED**
7. Appointment of Accountant for Annual Review  
**Motion:** HSA Chartered Professional Accountants to act as accountant for 2019.  
Moved by Olivia Coffyn, Seconded by Tammy Froats  
**MOTION CARRIED**
8. Committee Reports
  - a. Business Retention & Expansion – Adam Tremblay, Chair
  - b. Public Relations & Promotions- Stefani Block, Chair
  - c. Visitor Information Centre & Campground – Anne Thomas
9. Final Call for New Business



**Humboldt & District Chamber of Commerce**  
**Held Thursday March 28, 2019 at the Canalta Hotel**  
**Continued...**

10. Approval of 2019-2020 Board of Directors

Dan Torwalt, Century 21 Diamond Realty  
Morgan Jaster, Behiel, Will & Biemans  
Olivia Coffyne, Diamonds of Detroit  
Adam Tremblay, Tremblay Electric  
Shelley Romanyszyn-Cross, Carlton Trail College  
Stefani Block, Stryde Contracting Ltd.  
Anne Thomas, MNP LLP  
Michael Pulice- Dzinehaus Computers  
Brent Walker-Humboldt Co-op  
Larry Jorgenson, appointed as City of Humboldt liaison  
**Motion:** To approve the 2019/2020 Board of Directors.  
Moved by Tammy Froats, Seconded by Annette Magus

**MOTION CARRIED**

11. Oath of Office performed by two new board members- Mike Pulice and Brent Walker

12. Election of President and Vice President

Tammy Froats nominated Dan Torwalt, Century 21 Diamond Realty for President. Nomination accepted by Dan Torwalt.  
**\* Dan Torwalt proclaimed president by acclamation.**

Adam Tremblay nominated Olivia Coffyne, Diamonds of Detroit for Vice-President. Nomination accepted by Olivia Coffyne.  
**\* Olivia Coffyne proclaimed vice-president by acclamation.**

13. Adjournment: Dan Torwalt adjourned the meeting at 12:44pm

# **Humboldt and District Chamber of Commerce**

## **Financial Statements**

**For the year ended December 31, 2018**  
*(Unaudited)*

## **Independent Practitioner's Review Engagement Report**

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To the Members of of Humboldt and District Chamber of Commerce:

We have reviewed the accompanying financial statements of Humboldt and District Chamber of Commerce that comprise the statement of financial position as at December 31, 2018, and the statements of operations and changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Humboldt and District Chamber of Commerce as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Chartered Professional Accountants  
Humboldt, Saskatchewan

March 28, 2019

# Humboldt and District Chamber of Commerce

## Statement of Financial Position

As at December 31, 2018, with comparative information for 2017

(Unaudited)

	2018	2017
<b>Assets</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 3,579	\$ 12,204
High interest savings account	62,785	62,066
Accounts receivable	3,114	5,326
Inventory	175	175
Prepaid expenses	1,438	1,788
<b>Total Current Assets</b>	<b>71,091</b>	<b>81,559</b>
Investments in co-operatives	34	34
Tangible capital assets (Note 2)	11,068	13,870
<b>Total Assets</b>	<b>\$ 82,193</b>	<b>\$ 95,463</b>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Bank overdraft (Note 3)	\$ 2,737	\$ -
Accounts payable and accrued liabilities	5,527	8,043
Deferred revenue	2,000	6,205
<b>Total Current Liabilities</b>	<b>10,264</b>	<b>14,248</b>
Unrestricted net assets	71,929	81,215
<b>Total Liabilities and Net Assets</b>	<b>\$ 82,193</b>	<b>\$ 95,463</b>

Approved on Behalf of the Board:

\_\_\_\_\_  
\_\_\_\_\_

The accompanying notes are an integral part of these financial statements.

# Humboldt and District Chamber of Commerce

## Statement of Operations and Changes in Net Assets

For the year ended December 31, 2018, with comparative information for 2017

(Unaudited)

	2018	2017
<b>Revenue</b>		
Memberships	\$ 56,093	\$ 59,546
Mark of Excellence awards	26,413	27,678
Group insurance	23,842	27,368
Fall business showcase and tradeshow	22,311	20,912
Meetings and promotions	15,708	8,948
Christmas promotions	4,470	4,781
Interest and sundry	1,768	1,196
<b>Total revenue</b>	<b>150,605</b>	<b>150,429</b>
<b>Chamber operating expenses</b>		
Salaries and wages	85,227	92,090
Advertising and promotions	37,821	39,643
Travel, training and seminars	12,433	10,704
Office and postage	7,274	14,021
Accounting and legal	4,028	3,728
Utilities	3,966	1,638
Amortization	2,881	3,527
Telephone	1,302	1,953
Insurance	991	640
Interest and bank charges	74	40
Office rent	-	2,550
Repairs and maintenance	-	762
Memberships	-	702
Bad debt expense	-	152
<b>Total operating expenses</b>	<b>155,997</b>	<b>172,150</b>
<b>Deficiency of revenue over expenses from Chamber operations</b>	<b>(5,392)</b>	<b>(21,721)</b>
Visitor Information Centre and Historical Park Campground operations (Schedule 1)	(3,894)	21,220
<b>Deficiency of revenue over expenses</b>	<b>(9,286)</b>	<b>(501)</b>
Net assets, beginning of year	81,215	81,716
<b>Net assets, end of year</b>	<b>\$ 71,929</b>	<b>\$ 81,215</b>

The accompanying notes are an integral part of these financial statements.



# Humboldt and District Chamber of Commerce

## Statement of Cash Flows

For the year ended December 31, 2018, with comparative information for 2017

(Unaudited)

	2018	2017
<b>Cash flows from operating activities:</b>		
Deficiency of revenue over expenses	\$ (9,286)	\$ (501)
Items not involving cash		
Amortization	3,334	4,031
Changes in non-cash operating working capital:		
Accounts receivable	2,212	(1,683)
Prepaid expenses	350	(1,150)
Accounts payable and accrued liabilities	(2,516)	2,368
Deferred revenue	(4,205)	3,170
<b>Total cash flows from operating activities</b>	<b>(10,111)</b>	<b>6,235</b>
<b>Cash flows from investing activities:</b>		
Purchase of tangible capital assets	(532)	(2,217)
<b>Increase (decrease) in cash and cash equivalents</b>	<b>(10,643)</b>	<b>4,018</b>
Cash and cash equivalents, beginning of year	74,270	70,252
<b>Cash and cash equivalents, end of year</b>	<b>\$ 63,627</b>	<b>\$ 74,270</b>
Cash and cash equivalents consist of the following:		
Cash and cash equivalents	\$ 3,579	\$ 12,204
High interest savings account	62,785	62,066
Bank overdraft	(2,737)	-
	<b>\$ 63,627</b>	<b>\$ 74,270</b>

The accompanying notes are an integral part of these financial statements.

# Humboldt and District Chamber of Commerce

## Notes to Financial Statements

For the year ended December 31, 2018

(Unaudited)

The Humboldt and District Chamber of Commerce (the "Chamber") was incorporated under the Non-profit Corporations Act of Saskatchewan on August 8, 2000. The Chamber is a member driven organization whose mandate is to foster business development in the City of Humboldt and surrounding district. As a not-for-profit organization, the Chamber is not subject to income tax.

The Chamber also operates the Visitor Information Centre and Historical Park Campground, as well as a minigolf course, which are owned by the City of Humboldt. The information centre, which includes the office space occupied by the Chamber, is under a contract that is renewed annually, and the campground is under a long-term contract through 2021. The City of Humboldt provides an annual operating grant of \$16,000 (2017 - \$16,000) to support these facilities.

### 1. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following policies:

#### a. Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the carrying amount and useful life of tangible capital assets, and valuation allowances for receivables. Actual results could differ from those estimates and may have impact on future periods.

#### b. Cash and cash equivalents

Cash and cash equivalents are defined as cash and short-term investments with maturity dates of less than 90 days. These are valued at cost which approximates market value.

#### c. Financial instruments

The Chamber's financial instruments, consisting of cash, high interest savings account, accounts receivable, investments in co-operatives, bank overdraft, and accounts payable and accrued liabilities, are initially recognized at fair value, and subsequently measured at amortized cost.

When there is an indication of impairment or such an impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected or the proceeds that could be realized from sale of the financial asset. Such impairments can be subsequently reversed if the value subsequently improves.

#### d. Inventory

Inventory, consisting of firewood for the campground, is stated at the lower of cost and net realizable value.

#### e. Tangible capital assets

Tangible capital assets are recorded at cost. Amortization is provided for using the declining balance method over the estimated useful lives as follows for the major classes of assets:

Office equipment	30%
Fence and signage	10%

# Humboldt and District Chamber of Commerce

## Notes to Financial Statements

For the year ended December 31, 2018

(Unaudited)

### 1. Significant accounting policies (continued)

#### f. Revenue recognition

Chamber revenue is recognized as received, except for memberships and sponsorships, which are recognized in the year to which they pertain. Camping, minigolf, and other income is recognized as received, which is when the related goods and services are provided. City of Humboldt grant is recognized as received, which is during the year to which it pertains.

### 2. Tangible capital assets

Tangible capital assets consist of the following:

	Cost	Accumulated Amortization	2018 Net Book Value	2017 Net Book Value
Office equipment	\$ 30,160	\$ (23,170)	\$ 6,990	\$ 9,338
Fence and signage	5,889	(1,811)	4,078	4,532
<b>Total</b>	<b>\$ 36,049</b>	<b>\$ (24,981)</b>	<b>\$ 11,068</b>	<b>\$ 13,870</b>

### 3. Bank overdraft

The Chamber has an authorized operating line of credit of \$ 12,000, held with Conexus Credit Union, bearing interest at 21.00%, unsecured. As at December 31, 2018, the Chamber has drawn \$2,497 (2017 - \$nil) on this operating line.

### 4. Financial instrument risks

The Chamber is exposed to the following significant risks through its use of financial instruments:

**Credit risk:** The Chamber's exposure to credit risk related to accounts receivable and arises from the possibility that a customer does not fulfill its obligations. No individual customer is significant to the Chamber. There has been no substantial change to credit risk compared to the prior year.

**Liquidity risk:** The Chamber's exposure to liquidity risk is dependent on its ability to continue to generate funds to meet commitments and sustain operations, including continued support from City of Humboldt. There has been no substantial change to liquidity risk compared to the prior year.

# Humboldt and District Chamber of Commerce

## Schedule 1 - Visitor Information Centre and Historical Park Campground

For the year ended December 31, 2018 , with comparative information for 2017

(Unaudited)

	2018	2017
<b>Revenue</b>		
Camping	\$ 36,809	\$ 57,780
City of Humboldt grant	16,000	16,000
Mini-golf	8,637	9,474
Other income	713	594
<b>Total revenue</b>	<b>62,159</b>	<b>83,848</b>
<b>Expenses</b>		
Wages and benefits	44,328	35,867
Utilities	5,950	12,162
Supplies	4,959	4,979
Office and postage	4,742	3,535
Advertising and promotions	2,610	1,933
Mini-golf	1,235	1,943
Insurance	991	640
Amortization	453	504
Telephone	434	811
Repairs and maintenance	351	254
<b>Total expenses</b>	<b>66,053</b>	<b>62,628</b>
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ (3,894)</b>	<b>\$ 21,220</b>

The accompanying notes are an integral part of these financial statements.

## **2018 Presidents Report**

This past year was, as everyone is aware, an unprecedented one and we are still evolving everyday. Everywhere you walk and drive around Humboldt you see Humboldt Strong Stickers. Businesses and people alike rallied around each other and supported one another to find solace. This was very evident at our Mark of Excellence awards last week.

A major change this year was the hiring of Brent Fitzpatrick as our new Executive Director this fall. Brent hit the ground running with a great deal of positive enthusiasm. We look forward to having such a reliable & dynamic leader heading into the remainder of 2019.

We have a new website that is up and running. A revamped Chamber Chat is one of our new ways to send messages to our members. Social Media is huge today and we need to stay in touch with the everchanging times.

The Fall Tradeshow was held in a new location and happened a little earlier in the season. It was held at the Humboldt Curling Club (on the ice surface) in mid October and was a huge success.

The Mark of Excellence was a monumental success this year. We had a couple of category changes and many winners from the surrounding communities. The nominees and winners take great pride in calling us their Humboldt & District Chamber of Commerce.

We have got a new welcome sign with advertising as you drive along Highway #5 in front at the Mini Golf by the Chamber Office. Our Mini Golf will have new improvements and our Campground are expected to get firepits installed in the course of 2019. This will be a great opportunity for sponsorship.

We are very excited to be welcoming new board members and will have a full board to help us move forward in 2019!

Thank you to everyone for joining us at our annual Humboldt & District Chamber of Commerce AGM.

Sincerely,

Dan Torwalt – Chamber President

## **Visitor Information Centre & Campground**

The operation of the Visitor Information Centre and campground is a key responsibility of the Humboldt & District Chamber of Commerce. The City of Humboldt contracts the Chamber to manage and promote the Visitor Information Centre (VIC) and related services. The City of Humboldt leases the campground to the Chamber and allows the Chamber to retain all related revenues.

The VIC committee sincerely thanks the Chamber staff for their commitment to our operations this past year. During 2019 the campground boasted an excellent team of staff members, including the permanent Chamber staff, two full-time students, two casual employees, and two volunteers joining us from an arrangement with Community Partnerships.

During the year, the Chamber focused its efforts on beautifying the campground to ensure it remain an inviting place for visitors to stay. This included freshening up the washrooms with motion sensor lights and a new coat of paint, as well as tidying up various campsites and removing dead trees throughout the park, with the help of City staff.

The Chamber team also embarked on some new territory during 2019: we updated the Campground Rules & Regulations to address the legalization of cannabis, and implemented the use of Camp Reservations Canada, an online campsite reservation program. An additional change implemented during the year included the rearrangement of VIC office space to showcase artwork from local artists. Campsite rates were also increased by approximately \$2 per night to adjust for inflation.

The dedicated efforts of our staff translated into improved profitability of the VIC and campground operations. While overall revenues showed a modest increase of \$1,600 due to an increase in campsite rates and mini-golf course use, expenses declined by over \$24,000 as a result of a concerted effort to increase efficiencies and simply do more with less.

The 2020 camping season will be delayed due to continued restrictions aimed at flattening the curve of the COVID-19 pandemic. However, despite the uncertain start to the year, the VIC committee looks forward to the future of the campground and Visitor Information Centre operations.

Anne Thomas



## 2019 BOARD NOMINATION PACKAGE

### Application Form

The Nominations Committee of the Humboldt & District Chamber of Commerce (Chamber), in accordance with the organization's by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors for a three-year term commencing April 1, 2019. We are pleased to provide this nomination package that outlines the expectations of Directors of the Humboldt & District Chamber of Commerce together with their role and responsibilities.

### NOMINATION CRITERIA

Directors represent and are accountable to the membership and as such are responsible for governing and overseeing the strategic direction of the Chamber. The effectiveness of your Chamber is directly dependent on the leadership and enthusiasm of the Board of Directors.

The Nominations Committee chaired by President, Dan Torwalt, urges you to consider the following desirable qualities, some or all of which strong candidates for the Chamber Board of Directors should possess:

- Awareness and understanding of the role of the Chamber and a desire to support it.
- Awareness of the business and economic climate in the Humboldt region, Saskatchewan and Canada.
- Previous board experience serving in an advocacy, leadership or executive position.
- Sound entrepreneurial skills.
- Understanding of financial statements, management reports, and risk management.
- Well-developed faculty for critical analysis.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- History of community involvement.

If you have any questions about the process and/or associated information, please contact the Chamber office at 306-682-4990 or Email: [admin@humboldtchamber.ca](mailto:admin@humboldtchamber.ca)

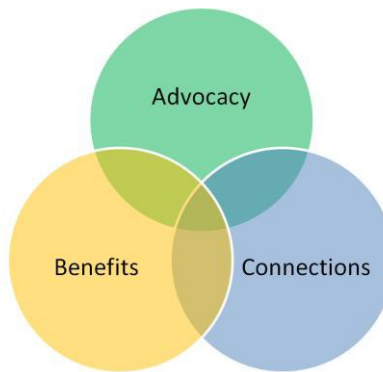
## ABOUT THE CHAMBER

### Our Mission

*The mission statement of the Humboldt & District Chamber of Commerce is identified as follows:*

***“To foster an environment in which Humboldt & Area businesses can prosper.”***

Our reason for being can be summarized by the phrase, “It’s as simple as A - B - C.” Like Chambers throughout the world, we believe that to have a thriving economy the business community needs to have a voice, a competitive edge and work together. That’s why we focus on the following areas:



### Advocacy

We work on behalf of our members to encourage public policy changes that cut red tape and keep business costs fair and reasonable.

### Benefits

We provide a variety of direct and in-direct benefits to our members such as extended health benefits for entrepreneurs and employees as well as exclusive member to member discounts that save businesses money.

### Connections

We provide the platform to network and learn from other business leaders, so businesses can increase efficiency, promote their products and services, drive sales and grow their business.



## Vision

The vision of the Humboldt & District Chamber of Commerce is to be the voice of Humboldt and area businesses. As a Chamber, these are the roles we need to fulfill to better serve our members:

- Catalyst
- Facilitator
- Advocate
- Lobbyist
- Coordinator
- Partner
- Communicator
- Researcher
- Promoter

The main priorities of the Humboldt & District Chamber of Commerce were identified as follows:

- Employee Retention
- Retention of Youth
- Improve communication with members
- Find out needs and wants of the businesses
- Liaison between municipal and provincial government bodies
- Taxation Levels
- Economic development
- Promote shopping locally

## 2019 Board of Directors Nomination Form

### Nominator

I, \_\_\_\_\_ of \_\_\_\_\_, a Chamber member  
in good standing, hereby nominate \_\_\_\_\_ to the Board of Directors  
of the Humboldt and District Chamber of Commerce.

Signed by \_\_\_\_\_

Please print name \_\_\_\_\_

### Nominee

I, \_\_\_\_\_ of \_\_\_\_\_, a member in good standing,  
having read and understood the requirements of the position of Director, agree to them and  
accept this nomination.

Signed by \_\_\_\_\_ Date: \_\_\_\_\_

- Each nomination must be signed by the Nominator and Nominee.
- Please include a short biography (approx. 150 words) for publication describing your experience and interests. This information will be published for the public and membership to view.
- Please email a small "jpeg" image of yourself to [admin@humboldtchamber.ca](mailto:admin@humboldtchamber.ca)
- Election process will be conducted as per Bylaw 5.4 of the HDCC.
- Candidates will be expected to attend the **AGM** for the election.

## **Director Responsibilities and Obligations**

Congratulations on accepting the nomination to the Board of Directors for the Chamber. Having a dedicated volunteer Board of Directors has played a key role in the Chamber's success in enriching the quality of the economic well-being of the area. Below are some of the responsibilities of a Director.

### **ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:**

Board meetings are held every month, except July, at a mutually agreeable time and typically last for an hour and a half.

### **ATTENDANCE AT CHAMBER FUNCTIONS:**

One of the reasons for an individual to join the Chamber is the networking opportunities that exist with events such as the Mark of Excellence, Fall Tradeshow, Chamber on Tap & Business Luncheons. Attendance by the Board of Directors at Chamber events shows support for the Chamber and gives members a chance to air views about Chamber operations, municipal affairs, business challenges, etc. You should be prepared to attend as many Chamber events as possible.

### **DISCRETION AND CONFIDENTIALITY:**

A Director of the Humboldt & District Chamber of Commerce is often exposed to confidential information during in camera sessions at Board Meetings, during committee meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. (Signed confidentiality agreement will be required)

### **ORGANIZATION OF COMMITTEES:**

A Director is appointed to at least one committee. The President is an ad-hoc member of all committees and will assist in any way possible to achieve the goals set forth by the individual committees. Terms of Reference for each committee are in the Board Policy Manual.

### **MEMBERSHIP RECRUITMENT:**

Directors are expected to actively promote the Chamber through their business and networking and be a source for leads on potential new members.

### **KNOWLEDGE OF CURRENT EVENTS:**

Directors are an important force in the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the President.

### **AMBASSADOR OF GOODWILL:**

Chamber of Commerce Directors are sometimes asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

**A COMMITMENT OF TIME:**

A Director of the Humboldt & District Chamber of Commerce can expect to devote approximately 4-6 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.

**MEDIA RELATIONS:**

Chamber Directors are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the President, ED or a predetermined designate is the only acceptable media contact on any issue. When in doubt, defer to the President.

**DIRECTOR'S CODE OF CONDUCT**

1. Although a Director may be drawn from a specific interest group they must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall know and adhere to the Chamber's governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
11. The Executive Director & Office Manager are accountable to the entire Board. Consequently, no single Director or committee has authority over the Executive Director or Office Manager.
12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.
13. Directors must resign if elected to public office (City Council, Mayor, MLA, MP, and School District).
14. Directors shall conduct themselves in an ethical and professional manner always.

## 2019 Board of Directors Nomination Form

### Nominator

I, \_\_\_\_\_ of \_\_\_\_\_, a Chamber member  
in good standing, hereby nominate \_\_\_\_\_ to the Board of Directors  
of the Humboldt and District Chamber of Commerce.

Signed by \_\_\_\_\_

Please print name \_\_\_\_\_

### Nominee

I, \_\_\_\_\_ of \_\_\_\_\_, a member in good standing,  
having read and understood the requirements of the position of Director, agree to them and  
accept this nomination.

Signed by \_\_\_\_\_ Date: \_\_\_\_\_

- Each nomination must be signed by the Nominator and Nominee.
- Please include a short biography (approx. 150 words) for publication describing your experience and interests. This information will be published for the public and membership to view.
- Please email a small “jpeg” image of yourself to [admin@humboldtchamber.ca](mailto:admin@humboldtchamber.ca)
- Election process will be conducted as per Bylaw 5.4 of the HDCC.
- Candidates will be expected to attend the **AGM** for the election.

